

## General Definition of Work

Performs difficult administrative work managing Story County's American Rescue Plan (ARPA) Funds Project ensuring proper administration of grants in accordance with County, State and Federal regulations balancing multiple high priority assignments and maintaining fluency of all ARPA policies and related guidance, and related work as apparent or assigned. Work is performed under the general direction of the Director of External Operation and County Services.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- 1) Serves as the key program manager for Story County's ARPA funds by developing overall program management plan and monitoring overall program performance and effectiveness against program management plan milestones. Adjusts the plan as needed to ensure ARPA compliance and provides periodic reports (i.e. quarterly and annually) on plan progress to the Board of Supervisors.
- 2) Develops contracts for APRA funds awarded to grantees in consultation with County staff and the Story County's Attorney's Office.
- 3) Manages contracts related to the uses of ARPA funds including but not limited to, compliance with established milestones and timelines and timely and complete reporting from grantees; works with County staff to ensure all County policies and procedures are being followed.
- 4) Monitors, tracks, and reviews federal and state guidelines for ongoing changes and provides timely updates to the Board of Supervisors as necessary.
- 5) Works in cooperation with Story County Auditor and/or Assistant Auditor to meet federal reporting requirements; develops and provides reports necessary to meet reporting requirements.
- 6) Serves as point of contact for grantee questions and public inquiries associated with ARPA funding.
- 7) In collaboration with County staff, develop and implement a monitoring system or dashboard and reporting guidelines to identify unforeseen challenges as early as possible.
- 8) Compiles, reviews, submits, and processes ARPA expenditure requests ensuring audit, fiscal, and performance compliance in accordance with County policy and procedures.
- 9) Perform related ARPA funds management duties as assigned or apparent

## Knowledge, Skills and Abilities

Thorough knowledge of the philosophies, principles and practices of public administration; thorough knowledge of local government organization and administration; thorough knowledge of strategic planning principles, procedures and practices; thorough knowledge of the Code of Iowa and Federal laws and regulations as they relate to public administration and grant administration; thorough knowledge of accounting, fiscal control and management analysis; ability to express ideas effectively in both oral and written format; ability to analyze facts and prepare detailed recommendations and reports; ability to interpret 2 CFR 200 Grants and Agreements or Uniform Grant Management Standards; ability to establish and maintain effective working relationships with county officials, staff and external grantees with diverse backgrounds, interests and points of view; ability to exercise high degree of judgment and discretion; ability to prepare comprehensive reports; ability to demonstrate excellent time management and organizational skills, ability to operate standard office equipment and related hardware and software; ability to learn specialized equipment and software related to county needs.

## Education and Experience

Bachelor's degree with coursework in public administration, business administration or related field and considerable experience working in or with states or local governments in financial/grant program development and administration, or equivalent combination of education and experience.

## **Special Requirements**

Valid driver's license in the State of Iowa.

Applicable position, department, organization and professional training will be provided and must be completed upon hire and on an ongoing basis.

## **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities.

## **Environmental Conditions**

This work occasionally requires exposure to outdoor weather conditions and exposure to blood-borne pathogens which may require specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Revised: 1/20/2022